

## 5G - POSTSECONDARY (DUAL) ENROLLMENT

The Postsecondary Enrollment Options Act, 1996 PA160, as amended, and the Career and Technical Preparation Act, 2000 PA 258, encourage and enable qualified pupils to enroll in courses or programs in eligible postsecondary institutions. Eligibility of pupils, courses, and institutions are defined under Section 21b, of the State School Aid Act, the Postsecondary Enrollment Options Act, and the Career and Technical Preparation Act. Both the district and the pupil must adhere to the following **three basic requirements** for any postsecondary enrollment consideration.

- U Local school districts **must** provide general information about the Postsecondary Enrollment Options Act and the Career and Technical Preparation Act to all pupils enrolled in grade 8 or higher by March 1 of each school year.
- U A dually enrolled pupil **must be enrolled and attending at least one high school course at a public school district** while concurrently enrolled and attending a public or private Michigan degree-granting postsecondary institution. Such a pupil may be counted in membership by the enrolling local district.
- U A pupil **shall not** participate in intercollegiate athletics at the postsecondary institution while he or she is enrolled under this act. A pupil who violates this subsection forfeits his or her eligibility under this act.

### A. Legislative Requirements vs District Options

The Postsecondary Enrollment Options Act [1996 PA 160, MCL 388.511-388.524] and the Career and Technical Preparation Act [2000 PA 258, MCL 388.1901-388.1913], **require** school districts to support dual enrollment for pupils in grades 11 and 12 under the following conditions:

1. A pupil who has taken all of the MEAP High School Test and has received state endorsement in the subject areas the pupil wishes to be dually enrolled in a Postsecondary Institution and that subject is not offered through the local school district.
2. A pupil who has taken the MEAP High School Test, received state endorsement in mathematics, and has received a qualifying score on a department recognized national or industry job skills assessment test may dually enroll in a Career and Technical Preparation program at a Postsecondary Institution in a subject that is not offered through the career and technical education program at the local or intermediate school district, or through an area-wide career and technical education program.
3. The pupil may enroll in a postsecondary course for a subject that is offered by the local school district but is not available to the pupil due to a scheduling conflict (as determined by the local school district).

4. A pupil wishing to enroll in content areas for which there is no endorsement on the MEAP High School Test such as political science, history, psychology, sociology, anthropology, computer science, or foreign language need only take all sections of the MEAP High School Test. No specific endorsement is needed for enrollment.
5. The postsecondary course(s):
  - U must be academic in nature or applicable to career preparation,
  - U must normally apply toward satisfaction of degree requirements,
  - U may not be in the subject matter of hobby-craft, recreation, physical education, theology, divinity, or religious education.Questions regarding classification of courses as academic or activity are left to the discretion of the district and should take into account the interests and ambitions of the pupil.

The Postsecondary Enrollment Options Act and the Career and Technical Preparation Act **do not prohibit** a district from supporting any pupil regardless of grade level from taking college courses. Districts have always had the “choice” of supporting pupils in appropriate course work that may include college courses. A local school board may elect to support college level courses or career preparation courses for any pupil if it is in the best interest of the pupil.

**B. Requirements for Counting Pupil Membership for Pupils Enrolled Pursuant to the Postsecondary Enrollment Options Act**

A dually enrolled pupil may be counted for pupil membership purposes if all of the following requirements are met.

1. The pupil is enrolled and attending at least one high school course.
2. The eligible postsecondary institution has submitted to the eligible pupil a notice indicating the course or courses and hours of enrollment of the eligible pupil and a list of eligible charges.
3. The school district **must** pay, to the eligible postsecondary institution on behalf of the eligible pupil, **the lesser of** the eligible charges or the prorated percentage of the state portion of the school district’s foundation allowance paid on behalf of that particular eligible pupil.

**NOTE:** Eligible charges are defined as: tuition and mandatory course fees, material fees, registration fees, and any late fees due to the school district’s failure to make required payment according to the Postsecondary Enrollment Options Act or the Career Technical Preparation Act.

**NOTE:** A school district may pay more to the postsecondary institution on behalf of the eligible pupil than is required under the Postsecondary Enrollment Options Act or under the Career and Technical Preparation Act, and may use school operating revenue for that purpose. The eligible pupil is responsible for payment of the remainder of the costs associated with his or her postsecondary enrollment or the career and technical program in excess of the amount that the school district is required to pay.

**NOTE:** A school district is still eligible to count a dually enrolled pupil whose postsecondary institution tuition fees are covered by other means such as a parental employment fringe benefit at the postsecondary institution if all other requirements are met.

4. The pupil is taking a college level course that is offered by electronic means, including but not limited to, the Internet, digital broadcast, or satellite network, offered by a school district, a regionally accredited college or university, or through Michigan Virtual High School, and is sponsored by a **certificated teacher** employed by the pupil's school district in which the pupil is enrolled. Appropriate credit must be given for completion of the course, counted toward graduation and subject area required by the public school district or public school academy.
5. 50% of the postsecondary education course or career and technical preparation course **must** fall within the school district's academic year. (This means that a course/term that is in session more than 50% of the time while school is out on summer break is ineligible to be counted for dual enrollment purposes.)

**NOTE:** The NCAA guide for college-bound student athlete requires that all core courses used for collegiate athletic eligibility must indicate a grade and be calculated into the student's high school grade point average. Thus, it is of great importance that those students be informed of these regulations and offered an opportunity to request a grade on their transcript, if credit is requested, for any dual enrollment course.

### **C. Postsecondary Enrollment or Career Technical Preparation Programs Not Countable**

A district may not count FTE for a pupil that is enrolled in a postsecondary institution under the following conditions:

1. The pupil has been counted for 1.0 FTE based upon the class periods the pupil is enrolled and attending at the high school. No pupil equates to more than 1.0 FTE.
2. The district does not pay the tuition and fees for the postsecondary course(s) or the career and technical preparation program course(s) **unless** the fees were waived.

3. A pupil enrolled in a college level course that is offered by electronic means, including but not limited to, the Internet, digital broadcast, or satellite network, **which is not sponsored by a certificated teacher** employed by the pupil's school district.

**D. How to Count the FTE for a Dually Enrolled Pupil**

A school district may require an eligible pupil to provide, on a form supplied by the school district, reasonable verification that the eligible pupil is regularly attending a postsecondary course or career and technical preparation program course.

A pupil enrolled and attending a postsecondary institution may be considered a full FTE (1.0) only if, after evaluating the pupil's hours of instruction, **one** of the following is true.

1. If the combined number of classes, that the pupil is enrolled in and attending at the high school and at the postsecondary institution or the career and technical preparation program, equals the number of scheduled classes per day at the high school necessary to reach the minimum required hours for a full-time pupil, then the dually enrolled pupil counts as a full membership. **Actual hours of instruction do not need to be computed.** Thus, if a high school pupil would need to be enrolled in six classes at the high school to meet the minimum required hours to be a full-time pupil, then the dually enrolled pupil would need a combination of six classes in both the high school and the postsecondary institution or at the high school and the career and technical preparation program to be a full-time pupil.

Example 1: District A's normal high school day for a full-time pupil consists of six class periods. The dually enrolled pupil is enrolled and attending two classes at the high school and four classes at the postsecondary institution for a total of six classes. This pupil would be considered a full-time pupil.

Example 2: District B is on a block schedule. A full-time high school class schedule at District B consists of first-fourth periods on Monday and Wednesday, fifth-eighth periods on Tuesday and Thursday, first-eighth periods on Friday. Thus, a full-time pupil is enrolled and attends eight classes. The dually enrolled pupil is enrolled and attending two classes at the high school on Tuesdays Thursdays, and Fridays and four courses at the postsecondary institution throughout the week for a total of six classes. This does not meet the eight classes necessary to be a full-time pupil. (See 2 below for possible alternatives.)

2. If the combined number of classes that the pupil is enrolled in and attending at the high school and postsecondary institution or at the high school and the career and technical preparation program equals the normal number of scheduled classes per day at the high school necessary to meet the hours requirement of a reduced schedule (i.e., 80% of the

minimum required hours) then the dually enrolled pupil counts as a full membership.

**Actual hours of instruction do not need to be computed.** Thus, if a pupil who is enrolled in five high school classes would meet the minimum hours for reduced schedule, then the postsecondary enrolled pupil would need to take five classes between the high school and the postsecondary institution or between the high school and the career and technical preparation program to be counted as a full membership. (A reduced schedule request and approval form must be on file.)

Example 1: District A's normal high school day for a full-time pupil consists of six class periods. A pupil requests a reduced schedule of 80% can be reached by enrolling in and attending five classes per day. The dually enrolled pupil enrolls and attends two classes at the high school and three courses at the postsecondary institution or career and technical preparation program for a total of five classes. This pupil would be considered a full-time pupil under the reduced schedule.

Example 2: District B is on a block schedule. A full-time high school class schedule at District B consists of first-fourth periods on Monday and Wednesday, fifth-eighth periods on Tuesday and Thursday, first-eighth periods on Friday. A pupil requests to be placed on a reduced schedule. The reduced schedule requirement for this district is seven classes. The dually enrolled pupil is enrolled and attending two classes at the high school on Tuesday/Thursdays and Fridays and four courses at the postsecondary institution throughout the week for a total of six classes. This does not meet the seven classes necessary to be a full-time pupil on a reduced schedule. (See 3 below)

3. If the total number of hours of instruction a pupil is dually enrolled in at the high school and postsecondary institution or at the high school and the career and technical preparation program are not at least the minimum number of hours required to meet a reduced schedule, and if travel time is the key factor, then travel time that is documented by the district may also be included in the total hours of instruction. Actual hours must be calculated as explained in steps a, b and c below:
  - a. Calculate the yearly hours of instruction in the public school, including the travel time to and from the postsecondary institution or the career and technical preparation program.

Example: Pupil enrolls and attends two 55-minute class periods at the high school each day plus one 5-minute passing time for a total of 115 minutes. It takes 30 minutes travel time each way to and from the college for a total of 60 minutes per day. The sum is 175 minutes per day or 525 hours per year.

$$((175 \text{ minutes per day} / 60 \text{ minutes per hour}) \times 180 \text{ days}) = 525 \text{ hours.}$$

- b. Calculate the yearly hours of instruction at the postsecondary institution by dividing the minutes per week by five to determine minutes per day. Multiply that number by

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the number of days of instruction in the public school to determine minutes per year.  
Divide that number by 60 to determine hours per year.

Example: Pupil is enrolled and attends three courses at the college. One course consists of 60-minute class period three times a week and two courses consist of 120 minute class periods twice a week. This totals 660 minutes per week.

$$\begin{array}{rcl} (1 \text{ class period} \times 60 \text{ minutes} \times 3 \text{ times per week}) & = & 180 \text{ minutes} \\ + (2 \text{ class periods} \times 120 \text{ minutes} \times 2 \text{ days per week}) & = & \underline{480 \text{ minutes}} \\ \text{Total of} & & 660 \text{ minutes} \end{array}$$

$$\begin{array}{l} 660 \text{ minutes} / 5 \text{ days per week averages } 132 \text{ minutes per day} \\ 132 \text{ minutes per day} \times 180 \text{ days required} = 23,760 \text{ minutes per year} \\ 23,760 \text{ minutes} / 60 \text{ minutes per hour} = 396 \text{ hours per year.} \end{array}$$

- c. Add the hours in “a” to those in “b” to determine instructional hours per year.

$$\begin{array}{rcl} \text{Example: } 525 \text{ hours at the high school} & & \\ + 396 \text{ hours at the postsecondary institution} & & \\ \hline 921 \text{ hours for the year.} & & \end{array}$$

If the hours in “c” above are equal to or more than the minimum required for a reduced schedule (80% of the minimum required hours), then the student may be claimed for a full membership (1.0 FTE). (Must have reduced schedule request and approval form in file.)

If the hours in “c” above are less than the minimum required for a reduced schedule, then the pupil must be claimed for the FTE calculated by dividing the hours in “c” by the minimum required hours of instruction for that school year.

**E. Regulatory References**

State Aid Act:

388.1621b

388.1704a

Administrative Rule:

340.2(6)

Public Acts:

1996 PA 160, 388.511-388.524

2000 PA 258, 388.1901-388.1913

Revised School Code:

380.1204a

380.1279f

380.1471-380.1474

Q #1

The district has five pupils who have earned all of the credits required for their high school diploma in the previous year but did not go through the graduation ceremony and did not receive their diploma. These pupils have enrolled in one course at the high school and four courses at the nearby community college. May the district count these pupils for 1.0 FTE?

A #1

No. Section 6(4)(m), of the State School Aid Act, reads in part that “a pupil who has obtained a high school diploma shall not be counted membership.” The Department has defined “obtained” to mean that the pupil has earned all of the credits necessary to be eligible to receive a high school diploma from that district. “Obtained” does not mean that the pupil has to be in possession of his/her high school diploma.

Q #2

The district has a high school senior who wants to enroll in a two-year cosmetology course at the Cosmetology Institute in the community. May the district enroll her under dual enrollment for career and technology skills and count her next year as well?

A #2

No. Dual enrollment requires that the pupil attend a community college or a university. The cosmetology school does not meet that requirement; therefore, the pupil cannot be counted for dual enrollment. The course may meet the CTE course requirements and thus qualify for work-based learning during the current fiscal year.